

Award Process

GDOT STANDARD FILE FORMAT

The standard electronic file format for the Department is as follows:


- PDF (.PDF)
- 200 dpi resolution (min.)
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

STANDARD FILENAME STRUCTURE

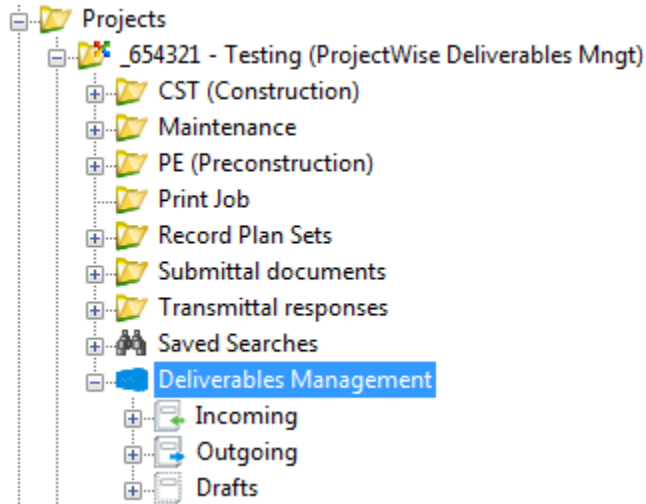
All electronic plan filenames shall comply with one of the two following naming conventions based on the stage of the plans.

- 1) **Non-Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and numbered consecutively in increments of 0001. For example, if the PI Number is 123456, the cover sheet will be named 123456_0001.pdf, with the next sheets being named 123456_0002.pdf, 123456_0003.pdf, etc.
- 2) **Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and then the drawing number, following the format of PI#_Section#-xxxxiii. For example, if the PI Number is 123456, the plan sheets will be named 1234567_13-0001, 1234567_13-0002, etc.

EDM STAFF	<ol style="list-style-type: none"> Set the Document Type for the amendment revisions in <u>ALL</u> the DATE folders under the <i>PI\CST\Construction Plans\Amendments</i> folder. <ol style="list-style-type: none"> Select all the files in the folder. Right-click and select Assign Document Type Select the following: <p>Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>See below</i></p> <ul style="list-style-type: none"> <u>COVER SHEET:</u> Construction Plans from the drop-down <u>PLAN SHEETS:</u> Construction Revision Plans from the drop-down <p>Click on OK</p>
EDM STAFF	<ol style="list-style-type: none"> Set the Sheet Types for the amendment revisions in <u>ALL</u> the DATE folders under the <i>PI\CST\Construction Plans\Amendments</i> folder. <ol style="list-style-type: none"> Select all the same type files in the folder Right-click and select Modify Select the GDOT Environment tab. Scroll down to Sheet Type and select the appropriate sheet type from the drop-down. Click on Apply and then Close.
EDM STAFF	<ol style="list-style-type: none"> Set the Document Type to <i>Construction Plans</i> for all the sheets in the <i>PI\CST\Construction Plans\Current Plans</i> folder if not completed already. <ol style="list-style-type: none"> Select all the files in the folder. Right-click and select Assign Document Type Select the following: <p>Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>Construction Plans</i></p> <p>Click on OK</p> Set the Sheet Type for all the sheets in the <i>PI\CST\ Construction Plans\Current Plans</i> folder if not completed already. <ol style="list-style-type: none"> Select all the same type files in the folder. Right-click and select Modify Select the GDOT Environment tab. Scroll down to Sheet Type and select the appropriate sheet type from the drop-down. Click on Apply and then Close.

EDM STAFF	<ol style="list-style-type: none"> 5. Copy each revised sheet from the <i>PI\CST\Construction Plans\Amendments</i> sub-folders to the <i>PI\CST\Construction Plans\Current Plans</i> folder, <u>starting with the oldest amendment</u> revisions and working up to the latest amendment revisions, <u>creating a new version</u> of each document when prompted. <u>The version name shall correspond to the date of the amendment (ie: Amendment 08-13-14).</u> 6. Set the Public Flag for all the sheets in the <i>PI\CST\ Construction Plans\Current Plans</i> folder. <ol style="list-style-type: none"> a. Click on the Current Construction Plans search b. Select all the resulting files in the <i>PI\CST\Construction Plans\Current Plans</i> folder right-click and select Modify. d. Select the GDOT Environment tab. e. Scroll down to Public Access and key-in “1” for the value. f. Click on Apply and then Close.
EDM STAFF	<ol style="list-style-type: none"> 7. Reset the Document Type for the amendment revisions in <u>ALL</u> the DATE folders under the <i>PI\CST\Construction Plans\Amendments</i> folder. <ol style="list-style-type: none"> a. Select all the files in the folder, right-click and select Assign Document Type. Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>Working Plans</i> b. Click OK.
EDM STAFF	<ol style="list-style-type: none"> 8. Create a document set to designate these as the Approved Plans (only the files with the pencil  symbol beside them). <ol style="list-style-type: none"> a. Click on the <i>PI\CST\Construction Plans\Current Plans</i> folder b. Select Document=>Set=>New c. Enter Name of Approved Plans and click on OK d. Navigate to the <i>PI\Saved Searches\Global</i> folder e. Select the Current Construction Plans search f. Select all the files in the Search Results window and drag them into the newly created document set. g. Select Lock to Version for all files h. Close the document set

9. Right-click on the blue **Deliverables Management** folder and select **New Transmittal**.



10. On the **General** tab, enter the following:
- Subject** – Award Plans
 - Purpose** – For Information
11. On the **Recipients** tab, select the Contactor staff to send to.
- Select **Add recipients**.
 - Select **Show External**.
 - Click on recipient, click **Select**, click **Ok**.
12. On the **Documents** tab,
- Select **Add** and browse to locate the Approved Plans document set you created in the *Current Plans* folder
 - Click **Open** (files will be loaded individually)
13. On the **Scheduling** tab,
- Select an Acknowledge Due Date** – Date you want the package acknowledged by recipient
14. Select **Issue** from the bottom of the dialogue box and **Confirm** when prompted to send your transmittal.